

WARREN-HAMILTON COUNTIES  
**OFFICE FOR THE AGING**  
1340 State Route 9  
Lake George, NY 12845

CHRISTIE SABO  
DIRECTOR

TEL: (518) 761-6347  
FAX (518) 761-6344

**Vacancy: Supervisor of Volunteers**  
Grade 2-Full Time with benefits  
Salary \$24,664

Duties include (But not limited to):

Recruitment and retention of volunteers to deliver home delivered meals to seniors  
Maintain and coordinate daily schedule to fill all HDM routes  
Home visits to assess home delivered meal recipients  
Data Entry for OFA, preparing reports  
General office work and clerical tasks, answering phones  
Oversee Mileage Vouchers for Volunteers  
Publish Newsletter  
Does related work as required

Minimum Qualifications: High School Graduate or Equivalency Diploma or one year work experience, or verifiable volunteer experience, working with the elderly or in a food service setting.

Applicants must be a resident of Warren County or contiguous counties.

Special Requirement: Valid driver's license

This is a competitive Civil Service position. A provisional appointment will be made with examination to be held at a later date. Candidate must meet civil service requirements for appointment following establishment of eligible list.

All applications/resumes should be forwarded to:  
RoseAnn O'Rourke, Nutrition Services Coordinator  
Warren/Hamilton Counties Office for the Aging  
1340 State Route 9  
Lake George, NY 12845  
518-761-6347

Applications may be obtained from [www.warrencountyny.gov/civilservice](http://www.warrencountyny.gov/civilservice)

Please respond by September 25, 2015

Warren County is an EOE/AA Employer

